

Area 62 Assembly Meetings

Area 62 Structures & Procedures: The official document describing Area 62 membership, meetings, officers, elections, voting, committees, budgetary matters and procedures. This document reflects all the Area 62 decisions that the voters have made to date.

(Full title: *Suggested Procedures of the South Carolina General Service Assembly of Alcoholics Anonymous*---see at www.area62.org or ask your D.C.M. for a copy.)

A Voice and a Vote: Who may speak and who may vote on Sundays at Assemblies:

The VOTING members of Area 62 are: G.S.R.s, or their acting Alternates, D.C.M.s or their acting Alternates, Elected Area Officers.

Those with A VOICE at Area are: G.S.R.s or their acting Alternates, D.C.M.s or their acting Alternates, Elected Area Officers, former Area Officers, and those called upon by the Chairperson.

NOTE: All Assembly Meetings are open to All A.A. Members.

Assembly Order of Business: SATURDAYS (Morning until Evening)

- Morning: Host District(s) chair an A.A. discussion meeting
- Morning: The G.S.R.s, D.C.M.s, Standing Committees, and the Convention Committee meet to discuss pertinent Area 62 issues for each of these types of service commitments.
- After Lunch: The assembly opens. The business includes reports from the G.S.R. meeting, the D.C.M. meeting, the Standing Committee meetings and comments from the other meetings. At very busy assemblies, D.C.M. reports about their Districts are also included on Saturday rather than on Sunday.
- Afternoon: Workshop(s) are organized by the Alternate Chairperson after the reports.
- Evening: The Host Committee presents an A.A. speaker meeting.

Assembly Order of Business: SUNDAYS (Morning until around lunchtime)

- The Business Meeting begins with Officer reports, usually followed by D.C.M. reports and G.S.R. Time (Opportunity for G.S.R.s to ask questions, express concerns or any other comments about the Assembly.)
- There is an announcement of the quorum (based on voters present—ALL VOTERS SIGN IN BEFORE ASSEMBLY STARTS) to see if business can be conducted.
NOTE: QUORUM FOR AREA 62 = two thirds (2/3) of the average attendance of all GSRs or Alternate GSRs at the four (4) immediately preceding meetings.
- Old Business and New Business proceeds. **Old business** includes carried-over motions and action items from past assemblies. **New business** may include recognition of new districts or re-aligned groups, as well as new motions.

NOTE: In Area 62 we usually use a modified form of Robert's Rules of Order for conducting our business meetings. That means we agree to follow certain structures, but we don't go overboard trying to be perfectly organized. Each Chairperson brings his/her own flavor to the order of business. It is your right and responsibility (as one with a voice at Assembly) to express concerns, questions and comments about the Assembly business meetings.

New Motions that propose changes to Area Structures & Procedures (New Business-Sundays):

- Only G.S.R.s or their acting alternates may propose motions that change the Structures & Procedures.
- A written copy of the EXACT wording of the motion is required. (A suggested motion form is provided in this document)
- These motions are presented in New Business, at the very end of the Assembly on Sundays before the Assembly closing.
- These motions must be presented by a G.S.R. or their acting Alternate. The proposer approaches the mike and informs the Chairperson that he/she has a new motion. (NOTE: THE PROPOSER DOES NOT READ THE MOTION NOR EXPLAIN IT IN ANY WAY-so as to avoid a one-sided argument that is FOR the motion.)
- The Chairperson asks the proposer to take the written motion from the mike to the Secretary.
- The Secretary reads the motion.
- The proposal is automatically tabled until the next assembly for further study by the groups, districts and committees. IT IS NOT DISCUSSED until the next Assembly.
- Once a motion is brought back to the table at the following Assembly, discussion begins in Old Business on Sunday.
- A motion must be voted on and resolved before the next order of business can be taken up.

Motions from prior Assembly to be voted upon in Old Business (Sundays):

- The motion is read by the Secretary.
- The Chairperson calls on the G.S.R. who proposed the motion to speak for the motion.
- The Chairperson calls for discussion of the motion.
- At any time, a G.S.R. or their acting Alternate may **Call for a Vote** or **Call The Question** (which means, may we stop discussing this motion now?)
- Call for a Vote/Question must be seconded by another G.S.R. or acting Alternate G.S.R.
- The Chairperson then calls for a vote about whether or not to end discussion.
- If the Call to Vote/Question passes by 2/3 of the voting members, voting for and against the motion proceeds.
- If the Call to Vote/Question fails by 2/3 of the voting members, discussion continues until the next Call to Vote/Question comes in and is voted upon.
- If a discussion dies down without a Call to Vote/Question from the floor, the Chairperson requests a Vote.

Sense of the assembly: Minor business or procedural motions can be decided at the assembly by majority vote and may or may not be presented during New Business (Ex: a proposed budget).

Minority Opinion: After each vote, the Chairperson should call for anyone who voted in the minority to add any comments that were not spoken during the discussion. Sometimes there is a call to reconsider the vote after such minority opinions. This **Call to Reconsider** must come from a G.S.R. or their acting Alternate who voted in the majority and must be seconded by another G.S.R.

Additional Information for G.S.R.s at Area 62 Assembly Meetings

On Saturday mornings, the G.S.R.s of all the groups meet at each Assembly to share experience, strength and hope with each other to get support to do their G.S.R. jobs, finding solutions to problems, generate new ideas, etc. The host committee District(s) provide a chairperson to chair this meeting and to report to the Assembly after lunch about the meeting. The Area Alternate Chairperson will be available to lend Area 62 experience or clarification of matters that the G.S.R.s might need.

During G.S.R. sharing on Sunday, any G.S.R. or their acting Alternate may speak for a few minutes to ask a question, express a concern or comment on the proceedings of the Assembly.

At any time during the Assembly, any G.S.R. may come to the mike to request recognition by the Chairperson so as to ask a question, express a concern, state an opinion, ask for clarification of an issue or make a comment. This is the G.S.R.s responsibility as a Trusted Servant.

Motion to Change/Add to Area 62 Structures & Procedures

Name _____ Position: _____
Group _____ District: _____ Date: _____

Article Number & Section or Addendum of current S & Ps (if proposing a change):

New Article Number & Section or Addendum (if proposing a brand new Article or Section):

Existing Article & Section or Addendum exactly as it reads now:

Proposed change(s) exactly how it is proposed that it read.

THE AREA: Officers and Committees

The **Area Committee** consists of the twenty-three (23) D.C.M.s and the elected officers listed below. The appointed Standing Committee Chairs are also active members. More detailed descriptions of these positions are found in the A.A. Service Manual.

- The **Area Chairperson** conducts the business meetings of Area 62 assemblies, appoints (in collaboration with the Delegate) the standing service Committee Chairs and develops drafts for the area budget and assembly agendas.
- The **Alternate Chairperson** assists the Chairperson and is responsible for the presentation of workshops at assemblies, etc. Other duties may be assigned; for instance, to serve as a resource person for the G.S.R.s.
- The **Secretary** maintains the record of Area 62 business and activities and communicates these minutes to the officers, G.S.R.s, D.C.M.s, and the standing Committee Chairs. The Secretary is responsible for producing other written communications from the Area.
- The **Registrar** keeps the contact list of all the trusted servants and groups in Area 62 and is in regular communication with GSO to keep the on-line database (Fellowship New Vision -FNV) of registered groups and trusted servants current. Reports generated from FNV are distributed to the D.C.M.s annually for review.
- The **Treasurer** receives, disburses, and reports on funds for Area 62. Revenues are generated by contributions from the groups and districts. Expenses are budgeted by line item and regular Treasurer reports are based on the budget.
- The **Alternate Treasurer** reviews the reports on funds for the Area and confirms the balance in the checking account. This officer is responsible for the collection of 7th Tradition contributions at Area Assemblies.
- The **Delegate** attends the General Service Conference each year as Area 62's representative and serves on at least one Conference Committee. The Delegate brings information on service in A.A. to and from our area and to and from the General Service structure.
- The **Alternate Delegate** assists the Delegate and should be well informed by the Delegate. This officer is responsible for finances in the general sense of communicating an overall understanding of Tradition 7 and the Concepts involved, and in the specific position as Treasurer of the State Convention Committee Fund.

These officers are elected for two-year terms by the the voting members of the Assembly using A.A.'s Third Legacy procedures. Service Committee Chairpersons are selected from qualified volunteers who have usually served as D.C.M.s or on other Area positions.

The **Standing Service Committee Chairpersons** are responsible for maintaining contact between Area 62 and the Districts and Intergroups, other Areas, the Conference, and the service desks at GSO in the particular domain they represent.

- **Archives:** The **Archives Committee** and its Chair are responsible for policies and facilities relevant to the maintenance of records of AA's history in Area 62. The **Archivist** assures the implementation of those policies and the organization and protection of our historical documents including Group histories, meeting minutes, schedules, old literature, newspaper articles, photographs and event programs.
- **Cooperation with the Professional Community:** The C.P.C. Chair works with District Committee Chairs and other members to explain what A.A. is and what it is not to professionals who may come in contact with alcoholics. C.P.C. might work with doctors, nurses, dentists, counselors, treatment center staff, lawyers, police, judges, teachers, clergy, employee assistance programs, union leaders and any other professionals who are likely to come into contact with problem drinkers.
- **Corrections:** The Corrections Committee serves the alcoholic who is in prison, jail or other correctional facility. The Chair's job may include cooperating with prison officials, developing standards and procedures for A.A. members' admittance to correctional institutions, training and coordinating meetings in facilities, setting up communication channels for alcoholics in prison, and helping A.A.s released from prison to "bridge the gap" to a meeting outside.
- **Grapevine:** The Grapevine Chair explains how our official A.A. magazine can serve members, groups and service Committees. The Chair provides subscription information, article submission procedures, notices of other publications and events, as well as Corporate and Conference grapevine actions and requests.
- **Literature:** A.A.W.S. literature and audio-visual materials are vitally necessary to spread the message of A.A. in the Area. The Literature Chair facilitates ordering of literature, notifies Committee Chairs and all members of the variety of approved literature available and assists anyone who wishes to bring suggestions for adding or improving A.A. literature to the appropriate Conference Committee.
- **Public Information:** Primarily educational in scope, the P.I. Committee stays informed about public relations issues and Public Service Announcements. The Chair facilitates Committee meetings, helps train members on how to provide information about A.A. to the public and how to speak at non-A.A. meetings such as at schools, health fairs and other events. The Chair communicates with the media and a variety of public agencies about our Tradition of anonymity.

- **Special Needs:** The Special Needs Chair coordinates Area and Conference recommendations to assure A.A.'s message is available to members and other interested parties who are limited by illness, handicap, disability, or other difference from attending or fully participating in meetings and reading our literature.
- **Structures & Procedures:** The S&P Chair maintains the Area guidelines. The Chair assists the Area Assembly in the adherence to the guidelines and updates them whenever there is a change brought about through a vote. The committee members assist the districts and groups with procedures and guidelines whenever they may need assistance.
- **Treatment Facilities:** This Committee reaches out to alcoholics in hospitals, treatment facilities, and recovery communities. The Chair facilitates Committee meetings to share activities and ideas across the Area about coordinating in-house treatment meetings, providing the A.A. message to clients through literature and presentations and provides a database of members willing to be contacts to alcoholics upon release from facilities.
- **K.I.T.:** The K.I.T. Editor produces the official Area 62 Newsletter that carries announcements, news, service articles, and information on recovery through the 12 Steps of A.A. The Editor works with representatives from the Districts to create topics and help decide policy for 'Keeping In Touch.'
- **Website:** The Website Coordinator maintains the backbone of our website and encourages the District Web Representatives of Districts to participate in policy decisions and implementation of this public information service. The Coordinator teaches the procedures for updating the web pages for District news, meeting schedules and other group information located at the Area 62 Web Site: <http://www.area62.org>. The Website Coordinator provides the I.D. and Password for the member section of the website.
- **State Convention Committee:** Utilizing a separate bank account and acting entirely as a self-supporting entity, the Convention Committee oversees the rotating Host Committees for our yearly State Convention. The Committee meets every Assembly to decide on locations for the Convention several years out and to review the progress of the Host Committees and the final results of each Convention's attendance, profit or loss, problems and suggestions for improvement. The Area Alternate Delegate serves as treasurer of the Convention Fund and provides communication and connection to the current Area Committee.

Source: AREA 62 GENERAL SERVICE HANDBOOK 2012 – 2013 (with additional input of former Chairpersons and Delegates)

What DO All the Abbreviations Stand For?

G.S.O.	General Service Office
G.S.B.	General Service Board
A.A.W.S.	Alcoholics Anonymous World Services
D.C.M.	District Committee Member
G.S.R.	General Service Representative
P.I.	Public Information Committee
C.P.C.	Cooperation with the Professional Community
GvR	Grapevine Representative
K.I.T.	<i>Keep In Touch</i> , the Area 62 Newsletter

USEFUL DEFINITIONS

G.S.O. - The General Service Office: Headquarters of Alcoholics Anonymous in the United States and Canada located in New York City. The G.S.O. is staffed by paid workers who carry out the day-to-day business.

General Service Board: The Trustees (7 Class A non-alcoholic Trustees and 14 Class B alcoholic Trustees) are the custodians of Alcoholics Anonymous routine business affairs and policies.

General Service Conference: The yearly conference at a location determined by the G.S.O., made up of trustees, delegates from the 93 areas and G.S.O. service staff. This is where the official business of A.A. in Canada and the USA is conducted.

Alcoholics Anonymous World Services, Inc.: A.A.W.S. is the legal entity that oversees the G.S.O. and all A.A. publications.

The A.A. Grapevine, Inc.: A.A.'s monthly magazine, *The Grapevine*, is our meeting in print. Grapevine, Inc. is an independently incorporated entity that prints the magazine and other items useful to members such as calendars and compilations of past Grapevine articles. The Grapevine website is <http://aagrapevine.org>

Area 62 - South Carolina Area: A geographic association of districts, made up of A.A. groups in the state that are represented at the General Service Conference by our Area Delegate. Decisions important to our area and A.A. as a whole are made three times a year at Area Assemblies of all the G.S.R.s from all the districts along with the D.C.M.s, Committee Chairs and elected Officers. These meetings are held in Columbia.

Area 62 Committee: The elected and appointed trusted servants who organize the business of Area 62 in accordance with the decisions of the groups (D.C.M.s, Officers, Committee Chairs). These servants serve for two years and then rotate out.

D.C.M. - District Committee Member: The District's elected servant who coordinates District business and carries the collected ideas, information and District decisions to and from the Area 62 Committee meetings. The D.C.M. also communicates to and from the General Service Conference via the Delegate.

G.S.R. - General Service Representative: The group's elected servant who is the channel for group decisions, ideas, and is responsible for carrying information to and from the District and the Area.